

Catalog Definitions Documentation

PeopleSoft Module: Supplier Contract Management

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
CN2	Course Name: Working with Ad Hoc Documents	
	Course Short Name: CN2	
	Course Description: This course covers how State employees will use the Edison system to enter Ad Hoc Documents for supplier contracts. Students will learn how to create and collaborate on these documents and search for Contract library elements.	
	Intended Audience: Event buyers and event sellers who will use contract language when creating events. Event collaborators or any person who might provide input on a document.	
	Course Duration: N/A	
	Prerequisites: CN1	
	Delivery Method: Web Online	
	Course Objectives: Upon completion of this course, you will be able to: <ul style="list-style-type: none"> • Create an Ad Hoc documents • View an Ad hoc documents • Request collaboration on a document • Collaborate on a document • Search the Contract Library for documents, sections, clauses, and configurators. 	